

**2015–16 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT - DESK AUDIT**

SECONDARY SCHOOL

DISTRICT/SCHOOL: _____ **DATE OF REVIEW:** _____

REVIEWER: _____ **ACCREDITATION STATUS:** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. Each school, with grades 9–12, is staffed with a <u>full-time</u> properly certified principal/director. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. The assistant principal/director and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
3. All teachers are <u>properly certified</u> and all teachers of core content subjects are <u>highly qualified for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
4. Each person employed as a school nurse holds a current license issued by the State Board of Nursing as a professional registered nurse or as a licensed practical nurse who is working under the supervision of a professional registered nurse. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
5. Locally designed elective courses are approved by the local school board. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. Advanced Placement courses are offered in accordance with SBE regulations. [R43-258.1]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7. A school may award credit for <u>locally designed subject core area</u> courses when aligned to the state standards and approved by the local Board of Trustees and State Superintendent. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

8. Uniform grading scale is properly used in the computation of Carnegie units and applied correctly to all activity course codes. [§59-5-68]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
9. Students receive instruction in comprehensive health education that includes all required topics plus 750 minutes of reproductive health and pregnancy prevention. [§59-32-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
10. The instructional day for secondary students is at least six hours a day or its equivalent weekly, excluding lunch periods. [R43-234, §59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
11. A class period is defined as a minimum of fifty (50) minutes or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. [R43-172]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
12. No teacher is permitted to teach more than fifteen hundred (1,500) minutes weekly. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
13. Teachers are not assigned more than four (4) preparations daily. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
14. No special education teacher's daily teaching load exceeds the student-teacher ratios established by regulations. [R43-205] (<i>Teaching load is the total number of students taught in a day.</i>)	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
15. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement the strategies. [R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OTHER		
LEGISLATION	COMPLIANT	COMMENTS
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	